

HISTORIC PRESERVATION COMMISSION
Minutes for January 16, 2019 - 6:00 p.m.
City Council Chambers, Municipal Building
911 N. 7th Avenue, Pocatello, ID

The meeting began at 6:01 P.M.

AGENDA ITEM #1: ROLL CALL

PRESENT: Jacquee Alvord, Stephanie Christelow, Latecia Herzog, Meagan Milder, Nick Nielson, Paul Sivitz, and Kelsey Stenersen.

STAFF: Councilwoman Leeuwrik, Aceline McCulla and Terri Neu.

AGENDA ITEM #2: DISCLOSURE OF CONFLICT OF INTEREST AND EX-PARTE CONTACT

Disclose financial or personal interests for items on the agenda and disclose who was talked to, the basic substance of the conversation, and whether the conversation had any influence. Disclose if a site visit was done, location(s) of the visit and what was seen.

None of the Commission members had anything to report.

AGENDA ITEM #3: APPROVAL OF MINUTES

The Commission may wish to approve the minutes from the regular meeting and holiday party on December 5, 2018.

It was Motioned, Seconded, and Carried (**MSC**) (**P. Sivitz, L. Herzog**) to approve the regular meeting and holiday party minutes as written on December 5, 2018.

AGENDA ITEM #4: CERTIFICATE OF APPROPRIATENESS

- A. David Doran from the Southeast Idaho Council of Governments (SICOG) requests a certificate of appropriateness for modifications to the exterior of the building at 214 E. Center Street.

David Doran, Director of SICOG, 214 E Center Street, Pocatello stated there were four phases in the application, but they had to repair the damaged awning following the accident right away, so phase 1 is no longer included in this request. Doran asked for consideration of phases two (2), three (3), and four (4) as described in the written analysis and application materials.

Discussion ensued between Doran and the Commission on phase 2. **Doran** stated phase 2 would have a retractable awning. **Herzog** asked Doran to bring a color swatch to the Planning Department for approval prior to ordering and placing the awning on the building. **Doran** stated he understood and agreed. **Herzog** asked staff about the minimum height from the ground for a retractable awning and if the awning could be approved now. **Neu** stated that the height requirement is eight feet from the ground for a retractable awning and that the Commission could approve it now, as long as Doran brought the awning color swatch and awning layout to the Planning Department for approval before ordering or attaching the awning.

It was Motioned, Seconded, and Carried (**MSC**) (**L. Herzog, J. Alvord**) to approve the certificate of appropriateness request by SICOG for phase 2, located at 214 E. Center Street to remove the awning frame and install a retractable fabric awning, with fabric samples and awning height information to be taken to the Planning Department for approval prior to any work being done, and to authorize Chair Nielson to sign the Certificate of Appropriateness.

Doran and the Commission ensued in discussion for Phase 3. **Doran** asked if a frosted opaque window design on the lower five feet of the window would be okay. The Commission thought that would be okay and recommended a banner with the message on the top of the frosted section, so the message was visible to all, and not hidden by the parked cars in the frosted section. **Doran** noted the old signage would be removed before this new signage would be applied. The Commission stated they would approve this design when the licensed sign contractor came before them, and that Doran should mention to the sign contractor that this design would be approved, and this is what SICOG desired. It was determined that Phase 3 would come before the HPC by the licensed sign contractor requesting a certificate of appropriateness for a sign permit.

Doran and the Commission ensued in discussion for phase 4.

Doran stated the building's exterior on the west, south, and east sides needed work and new paint on the flag stands, and infill portions. Holes would need to be filled, sand blasting of said flag standards, masonry repairs, the brick needs to be tuck pointed, and terra cotta polished to name a few things.

Herzog recommended the flag standards be power coated or sealed to prevent leaching. He stated he would like to maintain the color of the terra cotta. Doran asked the Commission for appropriate historic colors to permit the infill areas to match the existing terra cotta.

Neu recommended asking for the historic preservation palette of paint colors. Neu asked that Doran bring the paint color to her at the Planning Department for approval before he purchased the paint. **Doran** understood and agreed to bring her the color before purchasing the paint.

It was **MSC (L. Herzog, P. Sivitz)** to approve a certificate of appropriateness for Phase 4 located at 214 E. Center Street, to paint the west, south, and east sides of the building exterior, with the understanding that Doran needs to bring his paint color to planning for approval before painting the exterior walls.

B. Sara Turpin of The Photo Boutique requests a certificate of appropriateness and sign permit for modifications to the exterior of the building and a new sign at 159 S. Main Street.

Sara Turpin, owner of The Photo Boutique, 159 S. Main Street, Pocatello discussed the information submitted in the application packet and asked for guidance on a historic sign.

Herzog provided some recommendations that may enhance the look and fit within the historic district's period of significance. Turpin liked idea of a metal projecting sign, where the metal frame touches the building with stabilizing wires. Turpin would look for a sign company able to accommodate the design she wanted. The sign would be heard and approved when the sign contractor comes before the HPC for the Certificate of Approval.

Turpin and the Commission discussed lighting with gooseneck lights positioned wider than the awning.

It was **MSC (L. Herzog, S. Christelow)** to approve the certificate of appropriateness for the door sign, door replacement to an aluminum store front, and awning as presented. Gooseneck lighting is to be positioned between the two brick bands above the door, on each side of the new signage at the door at 159 S. Main Street as presented, and have Chair Nielson sign the Certificate of Appropriateness.

AGENDA ITEM #6: SPRING CONFERENCE

The Commission may wish to finalize plans for the Spring Conference to be held at ISU in April.

Christelow stated the plans could not be finalized without a full list of speakers. Another meeting is scheduled with Kathy Bloodgood. The original date in Wood River for April 6 was not available, so the Commission agreed to move the symposium to April 27, 2019, to stay in the Wood River Conference Room.

Christelow will need to confirm with *Kevin Marsh* for the new date.

Christelow tried to contact *Lynne Wilde of the DAR* for confirmation of a speaker but did not get a reply back.

Christelow asked if someone else could call her, as *Wilde* has not got back to **Christelow**. No one offered to call, so **Christelow** must attempt contact again.

Alvord stated that since contact with *Les Perce* has not happened, he will be removed from the presentation.

Neu will ask *Randy Dixon* to be keynote speaker

Christelow mentioned that *Kristine Hunt* is interested in doing a presentation and could be a backup.

Nielson will present

Alvord will present

Christelow will ask *Trent Clegg* to do a presentation

Sivitz may be out of town on April 27. **Sivitz** offered to handle the publicity.

Christelow stated that a work-study student would make additional copies of the event poster and post them around ISU campus. **Christelow** asked when *Stenersen* be able to finish the poster and send the pdf to **Christelow**. The poster will be created when all the details are finalized.

AGENDA ITEM #5: OPEN HOUSE

The Commission may wish to finalize plans for the open house for business owners that is scheduled for February 6 at 6:00 pm at The Whitman.

Neu stated that a poster was circulated for approval and comments, and a public release will be sent out the end of this week by the City's PIO.

AGENDA ITEM #7: TRAINING

Anne Nichols, Assistant to the Mayor, will present training on State of Idaho's Open Meeting Laws and social media.

Anne Nichols discussed 1) serial meeting issues, and noted that anything required by the City Council is required by all the Commissions and Committees. Any possible item coming before the HPC cannot be discussed with other Commission member prior to a meeting, by either text, email, phone, or in person. 2) If you are on your phone during an official meeting, your phone calls and texts are records requestable. 3) Let the City public information officer handle all comments on the City (HPC) webpages, do not interact with commenters. 4) Violations for serial meetings is not payable by the City, the members would pay these fines. The first unaware fine is \$250.00, knowing is \$1,500.00, and the second offense within a 12-month period of the first offense is \$2,500.00. As all members are aware of serial meetings, the unaware fine is not an option. You would receive the first knowing fine of \$1,500.00. A solution for upcoming events, to avoid serial meeting, may be to have an additional meeting, have staff compile information, set the plan, and have the commission vote on what is presented.

With no other business, it was **MSC (L Herzog, J. Alvord)** to adjourn the meeting at 7:35 P.M.

Submitted by: *Aceline McCulla* Approved on: *February 20, 2019*
Aceline McCulla, Secretary